



DAY CARE PLANS REVIEW SUBMITTAL FORM
Department of Commerce and Insurance
Division of Fire Prevention
Codes Enforcement Section
500 James Robertson Parkway, Third Floor
Nashville, TN 37243-1162
615-741-7190 --- 615-253-3267 (fax)

TFM: _____ SBC: _____ DHS Licensing Counselor: _____

INFORMATION TO BE PROVIDED BY DESIGNER

PROJECT NAME: _____

STREET ADDRESS: _____

CITY: _____ **ZIP CODE** _____ **COUNTY:** _____

Is this project within the City Limits or Planning Region? Yes _____ No _____

OWNER: _____ **TELEPHONE:** _____

OPERATOR/DIRECTOR (If different from owner.): _____ **FAX:** _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

E-MAIL ADDRESS: _____

ARCHITECT/ENGINEER: _____ **REGISTRATION #:** _____

FIRM: _____ **TELEPHONE:** _____

MAILING ADDRESS: _____ **FAX:** _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

E-MAIL ADDRESS: _____

Will architect provide construction administration? Yes _____ No _____

LOCAL BUILDING OFFICIAL: _____ **TELEPHONE:** _____

MAILING ADDRESS: _____ **FAX:** _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

E-MAIL ADDRESS: _____

LOCAL FIRE OFFICIAL: _____ **TELEPHONE:** _____

MAILING ADDRESS: _____ **FAX:** _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

EMAIL ADDRESS: _____

Approximate date of construction start ____/____/____ Anticipated date of completion ____/____/____

Occupancy Type (as defined by NFPA Life Safety Code 101, 2003 edition): _____

Construction Type (as defined by the Standard Building Code, 1999 edition): (Circle One)

New	I	II	III	IV	IV-1HR	V	V-1HR	VI	VI-1HR	SPRINKLERED?	Y or N
Existing	I	II	III	IV	IV-1HR	V	V-1HR	VI	VI-1HR	SPRINKLERED?	Y or N

HEIGHT:	New	_____	NUMBER OF STORIES:	New	_____
	Existing	_____		Existing	_____

If project includes an existing building, please include original construction date including any additions (explain). _____
_____.

If building is sprinklered, what is the approximate age of the sprinkler system or systems: _____ years?

Building Area (outside wall to outside wall as defined by the Standard Building Code, Section 202, 1999 edition):

New Construction _____ square feet per largest floor. Total (all floors) _____ square feet.

Existing Construction _____ square feet per largest floor. Total (all floors) _____ square feet.

Maximum Enrollment _____ clients. Age of Children Served From _____ mo. /yrs. to _____ yrs.

Will construction or renovation area meet state adopted accessibility codes? YES___ NO___

(Indicate "yes" if the owner/provider has elected to comply with state adopted accessibility codes)

In accordance with Rule 0780-2-3-.03(c) of the Rules and Regulations of the State of Tennessee, I hereby certify that, to the best of my knowledge and belief, the total construction cost (excluding land cost and site preparation) of this project will be: (The State reserves the right to request verification of costs.)

Estimated Cost of Construction: \$ _____

Amount of Fee Due (see table to calculate): \$ _____

**THIS FEE IS PAYABLE AT THE TIME OF INTIAL SUBMISSION OF PLANS AND SPECIFICATIONS.
NO REVIEWS WILL BE DONE UNTIL THE FEE IS PAID IN FULL.**

Note: Tennessee Fire Marshal review project files (TFMs) are assigned to individual buildings. A separate submittal form and check must be provided for each project and physical address even if they are all presented and bid as a single capital project. An example of this would be a fire alarm upgrade involving several buildings and a single owner's campus.

TO RECEIVE A CERTIFICATE OF OCCUPANCY, SEALED BUILDING PLANS MUST BE REVIEWED AND APPROVED PRIOR TO THE START OF ANY CONSTRUCTION OR RENOVATION WORK. (The building cannot be occupied without a certificate of occupancy from this office.)

Type or Print Owner/Authorized Representative

Signature and Date

If owner is a State agency, **do not** enclose payment. Owner agency will be journal vouchered. If owner is the University of Tennessee **do not** enclose payment. U.T. will be invoiced. Otherwise, **fee is payable** when plans are submitted. Make check payable to the Department of Commerce and Insurance.

WHEN CALCULATING THE FEE, ROUND THE CONSTRUCTION COST UP TO THE NEAREST ONE-THOUSAND DOLLARS (E.G., \$125,101.00 TO 126,000.00). THE FEE SHALL BE CALCULATED USING THE ROUNDED CONSTRUCTION COST. THE FEE SHALL BE PAID IN FULL. SUBMIT TWO COPIES OF PLANS AND ONE COPY OF SPECIFICATIONS SEALED (WITH SIGNATURE AND DATE).

FEE CALCULATION

ESTIMATED CONSTRUCTION COST	TO CALCULATE FEE
\$1,000,000 OR LESS	\$2.00 per thousand or fraction thereof. (\$200.00 minimum)
\$1,000,001 OR GREATER	\$2,000.00 for the first \$1,000,000.00 plus \$1.50 for each additional thousand or fraction thereof. (there is no maximum)

Where a permit fee for construction will be paid to a local government which has an exempt status, fees for day cares, schools, and State owned or leased buildings will be reduced by one-half. Documentation of payment may be required.

Note: The minimum fee is \$200.00 and there is no Maximum fee.

STATE EXEMPTIONS GRANTED 12/29/2004

Alcoa	Hendersonville	Millington
Athens	Jackson	Montgomery County
Bartlett	Johnson City	Murfreesboro
Brentwood	Kingsport	Nashville/Davidson County
Bristol	Knox County	(Oak Hill, Belle Meade, Forest Hills, Berry Hill, & Lakewood not included)
Chattanooga	(Farragut not included)	
*Clarksville	Knoxville	*Oak Ridge
Collierville	(Farragut not included)	Paris
Columbia	Lebanon	Pigeon Forge
Cookeville	*Madison County (Jackson not included)	*Sevierville
Dyersburg	Maryville	White House
*Franklin	Memphis/Shelby County	
*Gatlinburg		
Goodlettsville		

***Review fee is not to be reduced by one-half.**

SPECIAL NOTE: In the above exempt jurisdictions, only State owned and State leased buildings, day cares, and schools through twelfth grade must be approved by the Division of Fire Prevention. Outside the above exempt jurisdictions, plans for the preceding occupancies, and plans for assemblies of 300 or more, three or more story buildings used for residential or business occupancy, correctional facilities, enclosed malls, high hazard industrial occupancies, and two story residential occupancies with twelve (12) units or more must be submitted to and reviewed by the Division of Fire Prevention.